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UNITED STATES DEPARTMENT OF AGRICULTURE  
WAR FOOD ADMINISTRATION

INSTRUCTIONS FOR THE USE OF MONTHLY STATE FARM LABOR REPORT

General

Beginning with January 1944, this report form is to be used instead of the present form. It will be prepared at the State level, based on information obtained from the various counties through an appropriate weekly or monthly county farm labor reporting system. Activities performed by the United States Employment Service and other agencies under contract with the State extension service and extension workers employed on regular funds who may spend part time on farm labor activities should be included in this report.

Two copies of the State report are due in the Federal Extension office not later than the 10th of the month following the month covered by the report. Copies of weekly or other periodic summaries and narrative reports prepared for State distribution will also be appreciated.

Specific instructions and definitions

Item 1. Enter in this line the total number of different farmers ordering workers during the month regardless of the date when the workers are needed.

Item 2. Enter in this line the total number of different farmers ordering workers to date this calendar year. This will be the total of monthly reports to date, minus duplications of farmers who have ordered workers in 2 or more months.

Item 3. Enter in this line the total number of workers ordered during the month regardless of when such workers are needed. An order is a request by a farmer to a placement office or an employee of such office for a given number of workers on a given date. "Seasonal workers" are those ordered for work of 5 months or shorter duration. "Year-round workers" are those ordered for permanent positions or for steady work lasting longer than 5 months.

Item 4. Enter in this line the number of workers needed to fill current unfilled orders for workers. This will be the number of workers needed to fill such orders after the files have been cleared of all orders that have been filled by a placement office, those filled by the farmer through his own efforts and those that have been canceled. Workers ordered for future delivery should not be included. These figures indicate the status of operations at the close of work on the last day of the month and how well the need for farm labor is being met as of that date.

Item 5. Enter in this line the number of workers who were available for placement on the last day of the month. Do not include workers who have indicated that they are available for placement at some future date. A person is considered available for work when he has registered with or made application to a placement office for farm work. For those groups of workers who refuse to sign a registration or application form, a conservative estimate as to the number available should be made.

Item 6. Enter here the total number of placements made during the month and classified as indicated in a, b, c, and d. Include all workers regardless of source -- farm workers, prisoners of war, troops, Japanese evacuees, etc.

A worker is considered as placed when he has been referred to a farmer through a placement office or by a paid or volunteer employee of such office and was employed by the farmer to whom he was referred. A worker should not be reported as placed until his employment is verified. The same worker may be placed with a number of different employers during the month, and if this is done, the placement with each individual employer should be reported as a separate placement. When a family is placed in year-round employment or as a wage-hand family it should be reported as one placement regardless of the number of working members in the family. Each working member of families placed on seasonal work should be counted as a placement.

Item 7. Enter here the estimated number of different individuals in each of the special groups who were employed in agriculture during the month. In the column, "To date this year," the entry will show the number of different individuals in the special group who have done farm work during the calendar year. Include only those arranged for or placed by the Extension Service and the U.S. Employment Service under contract with the State extension service. If 50 Japanese evacuees placed by Extension in January work in January and February, the January report would show 50 employed this month and 50 employed to date this year. The February report would show 50 employed this month and 50 employed to date this year. In case of some groups it will be difficult to determine the turn-over in individuals, but estimates should be made. Domestic workers include all workers who reside in the United States. Foreign workers are those brought in under agreement with foreign governments, such as Mexican nationals, Bahamians, Jamaicans, or others. Under (j) list any other special groups of workers not mentioned.

Item 8. Enter here the number of extension farm labor camps (which received farm labor funds in 1944) that were operated. Classify camps according to kind of worker housed - women, youth, and other. Include in "other" those camps that housed men or were a combination of women and youth, men and youth, men with families, etc.

Item 9. Enter here under (a) number of different employees who received a part or all of their salary from extension farm labor funds. Under (b) the number of volunteer leaders who assisted with the farm labor program.

Item 10. Enter in line (a) the total number of days devoted to the farm labor program by regular extension personnel, such as district agents, subject-matter specialists, agricultural agents, home demonstration agents, office secretaries, etc.; (b) the number of days devoted to the program by personnel who were paid from extension farm labor funds including personnel of other agencies such as United States Employment Service working under contract with Extension Service. man-day is interpreted to mean the length of time normally worked during the day by the individuals whose activities are being reported.

Item 11. Enter in this line the number of agricultural workers who wished to accept nonagricultural employment for whom information was supplied to U.S.E.S.

Item 12. Enter in this line the number of workers reported in 11 above, who were retained in their present jobs or who were placed in other agricultural employment.

Item 13. Enter in this line the number of agricultural workers subject to induction into the armed services on whom information in regard to their agricultural status was supplied for use by Selective Service.

Item 14. Enter in this line the number of man days that were devoted (a) by employed personnel and (b) by volunteer leaders to assist farms in the solution of their labor problems, through use of more efficient methods, adoption of labor-saving devices and methods, pooling and trading labor and machinery. Also days devoted to training farmers to train and supervise inexperienced workers.

Item 15. Enter in this line, classified as men, women, and youth, the number of workers who were given training for farm work. Include only those workers who were given such training by extension personnel, personnel of agencies cooperating with Extension Service, and voluntary leaders. Include those enrolled in organized training courses or those given instruction on the job and regardless of whether training was given to individuals or in groups. Do not include training given by the employer.

Item 16. The information requested in this item is to be used for planning purposes only. Entries should be made only when it is anticipated that out-of-State workers may be needed in the next 120 days from date of report. Subsequent reports should reflect changing conditions which may occur because of weather, availability of local or intrastate labor, etc. An indication of need for workers in answer to this question does not constitute a formal request for out-of-State workers. If out-of-State workers were used in 1943 and the same workers or workers from the same source are desired, such explanation should be submitted in the form of a short explanatory note giving type of workers desired, suggested source, etc. In determining need for out-of-State workers, consideration must be given to the full employment of all workers within the State before need for out-of-State workers is indicated. If foreign workers are allocated to the State and are needed, they should be included in the last column, "From outside of State."

Item 17. Enter in this line the number of year-round workers in addition to those for which orders were placed that can be placed on the last day of the month if they can be made available. This should be the number that farmers will actually hire - not the total number estimated as needed to meet labor requirements.

Item 18. In each report this question should be answered yes or no. If the answer is yes, the additional information requested should be furnished. Such an answer is not a commitment to furnish such workers. It simply indicates where such labor might be recruited. When workers are needed in other States the Federal Extension office will make contact with the States that might recruit the needed workers and request the recruitment of a specific number of workers for specific jobs, and for a specified length of time.

For use in county reports, this question should read, "periods when labor might be recruited in county for use in other counties." Based on county reports, it will be necessary at the State level to insure that all intrastate needs are met before indicating that workers might be available for interstate use.

PURPOSES FOR WHICH DATA ARE OBTAINED AND  
SUGGESTED LIMITATIONS IN THEIR USE

I. For reports to the public:

Data submitted in answer to items 1, 2, 3, 6, 10, 11, 12, and 13 may be released by the State and Federal Extension Services to the public. Data submitted in items 7, 14, 15, and 17 may be released to the public as estimates or approximations, giving due consideration to duplication that may exist.

II. To facilitate supervision and for use in other phases of administration:

In addition to the information that might be released to the public, data submitted in items 4, 5, 8, 9, 16, and 17 will be of much value to supervisors and administrators.

III. For advance planning of interstate movement of workers:

Data already referred to above submitted in item 16, 17, and 18 will be of considerable value to the Federal Extension Service and the Program Planning Branch of the Office of Labor, WFA, in the planning of need, and for full utilization of foreign workers and domestic workers that might be moved across State lines.

IV. As background material for public releases to stimulate recruitment:

Information relative to requests for farm labor, progress to date, and probable future needs will be released when such information will stimulate public interest in the program, assist in promoting better cooperation and simulate local mobilization.